



Idaho State Parks & Recreation is an Equal Opportunity/Affirmative Action Employer. It is our policy to recruit and hire qualified persons without regard to race, color, gender, religion, national origin, age, disability, or veteran status. In addition, preference may be given to veterans who qualify under state and federal laws and regulations. This application will be used to determine your qualification for Park Aide. Please read the application carefully and complete all of the information requested.

IDAHO DEPARTMENT OF PARKS & RECREATION

MAIL DIRECTLY TO THE PARK OR PARKS IN WHICH YOU ARE APPLYING

Name \_\_\_\_\_ Date \_\_\_\_\_  
First Middle Last  
Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_ Message Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

List parks in which you would like to work:

First Choice \_\_\_\_\_ Second Choice \_\_\_\_\_ Third Choice \_\_\_\_\_

Date you can report to work \_\_\_\_\_ Last Date you can work \_\_\_\_\_  
I Can Work: Early Shifts \_\_\_\_\_ Weekends \_\_\_\_\_ Late Shifts \_\_\_\_\_ Holidays \_\_\_\_\_

List 1st, 2nd, 3rd & 4th preferences for :  
Maintenance Interpretation Retail Sales Entrance Station/Office/Clerical Collections/Visitor Services

Circle "Yes" or "No" to each of the following questions or statements

Yes No Have you worked for Idaho Parks & Recreation before? Where? \_\_\_\_\_  
Yes No I am at least 16 years old? (For most office park aide jobs)  
Yes No I am at least 18 years old? (For most park aide jobs)  
Yes No Do you have or are you willing to obtain a drivers License?  
Yes No I certify that I am a U.S. citizen, permanent resident or a Foreign National with authorization to work In the United States.  
Yes No I certify that I am in compliance with the provisions of the Selective Service Act (Draft Registration).  
Yes No War Veterans  
• To be considered for veterans’ preference points, complete a War Veterans’ Preference Form (VP-1) and submit it with your application.  
• These forms are available at the Division of Human Resources, at any Job Service Office.  
Yes No Have you ever been convicted of or entered a plea of guilty, no contest, or had a withheld judgment to a felony or misdemeanor? If YES, please explain:  
\_\_\_\_\_

The following certifications may be required for some positions.  
If you have a Standard First Aid Certification note expiration Date: \_\_\_\_\_  
If you have a current CPR Certificate note expiration Date: \_\_\_\_\_Adult \_\_\_\_\_ Infant

Employer	Phone	City	State	Dates of Employment
Duties _____				
_____				
_____				

Employer	Phone	City	State	Dates of Employment
Reason for Leaving _____				
Duties _____				
_____				
_____				

Employer	Phone	City	State	Dates of Employment
Reason for Leaving _____				
Duties _____				
_____				
_____				

Employer	Phone	City	State	Dates of Employment
Reason for Leaving _____				
Duties _____				
_____				
_____				

**Reason for Leaving** \_\_\_\_\_

**JOB RELATED SKILLS:** For each item, put a number from the following key (1 –15) that best describes your experience.

1. I am not willing to do this.
2. I have not done this before, but I am willing to learn.
3. I know how to do this, but have no on-the-job experience.
4. I have some experience in this OR have received training in this.
5. This is a major task in my current and/or previous job(s).

**MAINTENANCE**

\_\_\_\_\_Picking up litter

\_\_\_\_\_Minor carpentry

\_\_\_\_\_Pruning shrubbery & trees

\_\_\_\_\_Cleaning & emptying garbage cans

\_\_\_\_\_Mowing lawns

\_\_\_\_\_Repair sprinkler lines & heads

\_\_\_\_\_Cutting & splitting firewood

\_\_\_\_\_Raking & weeding

\_\_\_\_\_Minor plumbing

\_\_\_\_\_Follow irrigation schedule

\_\_\_\_\_Operate automatic sprinkler

\_\_\_\_\_Operate manual sprinkler (quick coupler)

\_\_\_\_\_Cleaning bathrooms & showers

\_\_\_\_\_Painting

**EQUIPMENT OPERATION**

\_\_\_\_\_Small Tractor

\_\_\_\_\_Power mower (push type)

\_\_\_\_\_Rotary mower (riding)

\_\_\_\_\_Chain saw

\_\_\_\_\_Front-end loader

\_\_\_\_\_Trucks over 1 ton capacity

\_\_\_\_\_Vehicle with manual shift

**OFFICE/CLERICAL/ RETAIL SALES**

\_\_\_\_\_Making change & balancing money

\_\_\_\_\_Operating a computer

\_\_\_\_\_Ordering & pricing merchandise

\_\_\_\_\_Checking records for accuracy

\_\_\_\_\_Stocking shelves

\_\_\_\_\_Answering business telephone

\_\_\_\_\_Logging or posting information

\_\_\_\_\_Typing: WPM \_\_\_\_\_

\_\_\_\_\_Making reservations (computerized)

\_\_\_\_\_Receiving visitors & providing info

\_\_\_\_\_Filing

\_\_\_\_\_Operating a cash register (computerized)

**SUPERVISION**

\_\_\_\_\_Scheduling & assigning work to others

\_\_\_\_\_Training others

**PUBLIC RELATIONS & INTERPRETATIONS**

\_\_\_\_\_Giving talks to groups. Specify: \_\_\_\_\_

\_\_\_\_\_Conducting research. Specify: \_\_\_\_\_

\_\_\_\_\_Developing/conducting interpretive programs. Specify: \_\_\_\_\_

**EDUCATION:**

**School** \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_

Graduated \_\_\_ Yes \_\_\_ No

Location \_\_\_\_\_Type of degree or diploma \_\_\_\_\_

**School** \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_

Graduated \_\_\_ Yes \_\_\_ No

Location \_\_\_\_\_Type of degree or diploma \_\_\_\_\_

**School** \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_

Graduated \_\_\_ Yes \_\_\_ No

Location \_\_\_\_\_Type of degree or diploma \_\_\_\_\_

**Other qualifications: (college courses, volunteer work, languages, skills, hobbies, etc.)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PRINT FULL NAME \_\_\_\_\_

DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

By my signature, I certify this application is true and complete to the best of my knowledge. I understand that if I falsified the information, my name will be removed from consideration, or my employment with the State terminated. My signature also authorizes you to conduct inquiries into my work record and performance with my previous or current employer.

The remaining Information requested is VOLUNTARY. Data will be used to monitor our recruitment and selection practices and will be kept separate from application.

**Sex** \_\_\_\_\_Male \_\_\_\_\_Female

Over 40 years of age \_\_\_ Yes \_\_\_ No

**Race** \_\_\_\_\_Black \_\_\_\_\_White \_\_\_\_\_Hispanic \_\_\_\_\_Asian American \_\_\_\_\_Native American Indian

**How did you hear about this job?**

\_\_\_\_\_